

~~CONFIDENTIAL~~

REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

TO:

Comptroller

25X1A

FROM:

Chief, Finance Division

ALLOTMENT SYMBOL

PAY PERIOD

ESTIMATED NUMBER

BEGINNING	ENDING	HOURS	EMPLOYEES
30 April 1961	13 May 1961	8	1

JUSTIFICATION

INDICATE, CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED, TYPE OF PERSONNEL INVOLVED (e.g., clerical, professional) AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK. (Do not include Operational Detail)

Per the request of Mr. [REDACTED]  
performed overtime work in connection with the  
[REDACTED]

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25X1C

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JUST 22	NEXT REV 2010	AUTH: HR 10-2

DATE

TYPED NAME AND SIGNATURE OF SUPERVISOR (if applicable)

CONCURRENCE (if applicable)

AUTHORIZATION

TYPED NAME AND SIGNATURE OF DIVISION CHIEF

TYPED NAME AND SIGNATURE OF AUTHORIZING OFFICIAL

E. R. SAUNDERS

DATE CONCURRED  
15 May 1961

DATE AUTHORIZED

Approved For Release 2001/08/09 : CIA-RDP78-05747A000100170077-7

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